



USAID | HONDURAS

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Vacancy Announcement No. 13-003

Position Title:	Program Monitoring and Communications Advisor
Full Level of Performance:	GS-11
Salary Range:	\$50,287- \$65,371
Area of Consideration:	Qualified applicants, U.S. Citizens or U.S. Residents
Location of Position:	USAID/Honduras – Economic Growth (EG) Office
Starting Date:	April 23, 2013
Closing Date:	May 8, 2013
Hours of Work:	Monday through Friday (40 hours per week)

BASIC FUNCTION:

The Economic Growth Office (EG) is responsible for the Feed the Future (FTF) focus country program, as well as activities under the Global Climate Change (GCC) Initiative. The FTF includes approximately a \$40 million agricultural diversification and nutrition program, which aims to lift over 30,000 food-insecure Hondurans from poverty, and approximately a \$29 million program that generates economic opportunities from the conservation of Honduras' richest assets – its natural protected areas. The program also includes a trilateral food security program between the Governments of Brazil, Honduras and the United States. The Incumbent will assist in all matters related to communications, portfolio monitoring, and reporting – particularly with regard to the FTF and GCC Presidential Initiatives.

MAJOR DUTIES AND RESPONSIBILITIES:

(a) Monitoring and Evaluation

The Incumbent will maintain a portfolio monitoring system, inputting data from all programs into the system on a regular basis. This system brings together results from all EG projects and management units into outcomes and outputs. Such information is critical for ad hoc and annual reporting, as well as strategic monitoring of the Economic Growth portfolio.

The Incumbent will also enter performance data annually into Feed the Future Monitoring and Evaluation System. The Incumbent will also prepare a bi-weekly report to the Bureau for Food Security on progress. In doing so, s/he will interact on a regular basis with communications staff in USAID's Bureau for Food Security.

The Incumbent will coordinate and draft sections of major strategic planning and evaluative documents, particularly where messaging is important. These documents include the annual Operational Plan and Performance Report.

The Incumbent will collaborate with the Monitoring and Evaluation Specialist in evaluation activities such as, drafting evaluation statements of work, reviewing evaluation reports, and assisting evaluation teams.

(b) Communications

The Incumbent will liaise frequently with USAID projects, in collaboration with the USAID project managers, to identify and schedule events in a systematized and strategic manner. The Incumbent is responsible for ensuring that scene setters, backgrounders, schedules, talking points and speeches are prepared in timely fashion and meet high quality standards as described above. The Incumbent will work closely with the Mission's communications team.

The Incumbent will plan, schedule and execute activities to present Mission programs to the public, which may include site visits, field trips and media events in coordination with the communications team. The majority of these events will be related to the FTF program. The Incumbent will develop a system for identifying good project sites, based on message, location, crop cycle, etc.

The Incumbent is responsible for providing FTF and GCC input to be posted into the Mission's Web site, printed material, fact sheets, newsletters, etc. The Incumbent will draft and/or edit letters to government and regional officials in Spanish and English, talking points, scene setters and other documents to ensure high quality documents that are on-message. The Incumbent will be responsible for tracking local and international media coverage associated with FTF and GCC programs.

MINIMUM DESIRED QUALIFICATIONS:

- EDUCATION:** Master's degree in Business, International Relations, International Development, Communications, a technical field (e.g., health, education, agriculture, environment), or other related field is required. In the absence of a Master's degree two (2) additional years of relevant work experience may substitute.
- EXPERIENCE:** Five (5) years of relevant experience in program monitoring and communications is required. Relevant experience includes, but is not limited to, donor/NGO or private sector project/portfolio management; experience drafting international development or economic reports and/or analysis of economic data; analytical professional experience related to food security (health, agriculture, rural development) or global climate change issues and trends; communications experience with local and international media, preparation of field trips and media events, and drafting documents of a non-standard nature that require original thought (e.g. success stories). Previous experience in government or an international development organization is desirable.
- LANGUAGE:** Level 4 Fluent in English is required. At this level the employee is required to possess a high degree of proficiency in both written and spoken English. Level 3 in Spanish is also required. At this level an employee is required to have a good working knowledge of both written and spoken Spanish. The employee should be able to read and understand agency regulations, operating instructions, memoranda, and related material concerning the field of work, to prepare correspondence and standardized reports, and to communicate effectively with Spanish speaking staff members and the general public, including both Spanish speaking and non-Spanish speaking persons. These requirements will be tested through references and written and oral evaluations.
- KNOWLEDGE:** Advanced knowledge of international development and fields related to food security, agriculture, natural resources management, global climate change, communications, business/marketing, etc. Proficient with statistics as it relates to monitoring and evaluation, and advanced knowledge of database management is important.
- SKILLS AND ABILITIES:** The incumbent must possess the ability to write clearly and persuasively, in English, including success articles, sections of USAID's Operational Plan, Performance Plan and Report, etc., and the ability to interact effectively and tactfully with host-country counterparts. Must have good team-work, organizational, and interpersonal skills. Excellent computer skills in all Microsoft Office applications and in web page content management, as well as the ability to prepare spreadsheets for database management in Microsoft Excel and Access.

Additional selection criteria: The selected applicant must be a U.S. Citizen or U.S. Resident with all the required Honduran work and residency permits in place in order to be considered for the position. Additionally, the selected applicant will have to satisfy the requirements of a pre-employment medical and security clearance. USAID anticipates issuance of a Resident Hire Personal Services Contract (USPSC) under AID Acquisition Regulations Appendix D. Salary will be paid at a rate equivalent to GS-11 (\$50,287- \$65,371 per year). This position is located in the Economic Growth (EG) Office at USAID/Honduras in Tegucigalpa

Qualified applicants should submit their résumé, in English, to USAID/Honduras no later than **Wednesday, May 8, 2013**. Applications can be sent by mail to: USAID/Honduras, EXO/PER, P.O. Box 3453; by e-mail to: pmcadvisor@usaid.gov; or by fax to: 2236-7776. Please ensure the application makes reference to the Position Title mentioned in this announcement. The following websites are available for additional information: <http://www.usaid.gov/hn/employment.html> or <http://honduras.usembassy.gov/vacancies.html>.

Michael Teske
Supervisory Executive Officer